



# **CalJOBS Help Sheet 16**

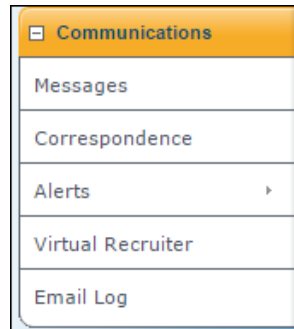
## **Using the Communications Tool in CalJOBS**

Prepared by: Research and Statistics Division

## How to Use the Communications Tool in CalJOBS

This section provides a step by step guide on how to use the Communications Tool in CalJOBS. CalJOBS offers several tools that allow staff to communicate with other staff members, employers, and participants.

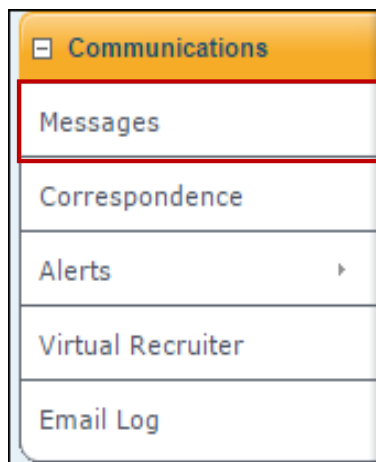
To locate the Communications tools, navigate to the “Communications” tab on the left navigation panel.



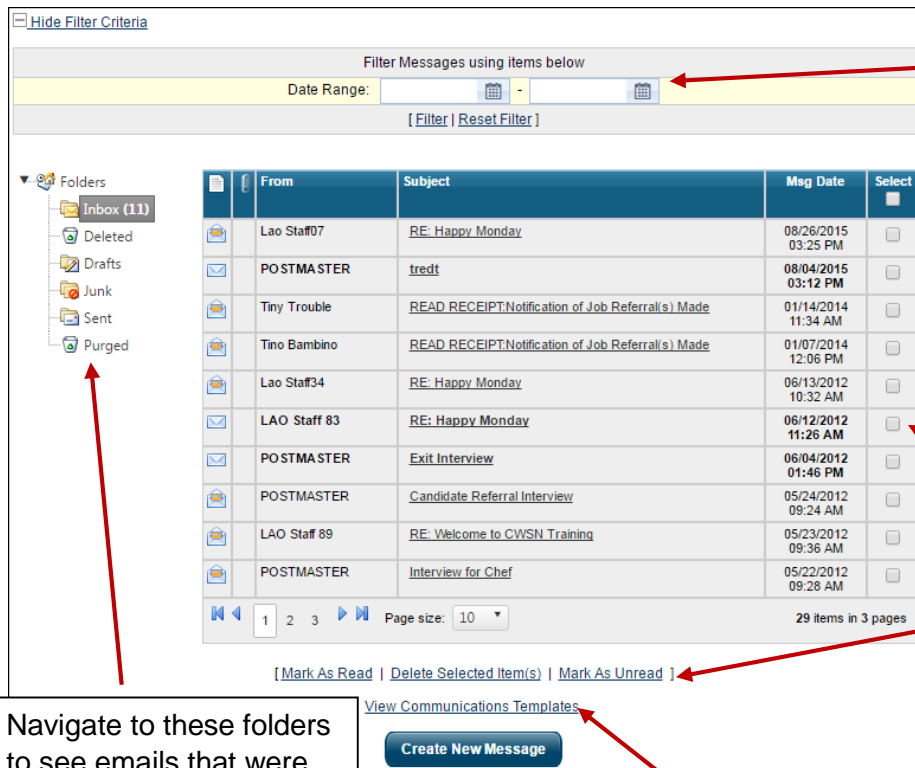
### Messages Tool:

The “Messages” tool allows staff to send and receive email messages using CalJOBS.

1. To use the “Messages” tool, navigate towards the “Communications” tab in the left navigation panel, and click on “Messages”.



2. Like any email client such as Microsoft Outlook, the “Messages” area will allow users to manage emails.



Filter emails by entering a date range.

Select one or more messages using the checkboxes and perform an action using the links at the bottom.

Navigate to these folders to see emails that were sent to them.

To create and view communication templates, click on the “View Communications Templates” link.

Click on the “Create New Message” button to create a new email.

3. To view a communication template, click on the “View Communications Templates” link. The system will show a list of available templates that you can edit, preview, copy (to modify later), or delete.

Filter letters by items below

Template Status:

Created By Me: ☐ System Type:

Letter Type:

Local Region:

Office:

Staff:

[ Filter | Reset Filter ]

To sort on any column, click a column title.

Template Name	Letter Type	Created By	System Default	Action	
Notify Job Seeker of Application Made	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Job Seeker Follow Up	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Job(s) Available	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Job(s) Application	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Not Qualified Referral	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Notify Job Seeker of Application Made	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Job Referral Applicant Instructions	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Notify Job Seeker of Application Made	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
Notification to Send to Job Seeker	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>
DHS Non Compliance	Individual	SYSTEM	✓	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Copy</a>	<input type="checkbox"/>

[Delete](#)

Page 1 of 3 Rows: 10

[Create New Template](#)

You may filter templates according to your selected options.

Use the check boxes to select the templates you want to delete. Then, click on the Delete link at the bottom of the list.

Use these links to edit, preview, or copy templates.

Click on the “Create New Template” to create a new message template from scratch.

- Correspondence Template

Template Name:

Template Type:

Staff to Staff ▾

Active Status:

Active ▾

Visibility:

☒ Private (used by me only)
 ☐ Public (visible to all)

Template Body Text:

Source

Styles ▾

Format ▾

Font ▾

Size ▾

body em u

This is a test template that will be used with other staff.

[\[ Spell Check \]](#)
[\[ Clear Text \]](#)
[\[ Remove All Formatting \]](#)

[\[ Insert Variable \]](#)

Save

Cancel

5. To create a new message, click on the “Create New Message” button.

[Hide Filter Criteria](#)

Filter Messages using items below

Date Range:  -

[ [Filter](#) | [Reset Filter](#) ]

**Folders**

- Inbox (11)
- Deleted
- Drafts
- Junk
- Sent
- Purged

	From	Subject	Msg Date	Select
	Lao Staff07	<a href="#">RE: Happy Monday</a>	08/26/2015 03:25 PM	<input type="checkbox"/>
	POSTMASTER	<a href="#">tredt</a>	08/04/2015 03:12 PM	<input type="checkbox"/>
	Tiny Trouble	<a href="#">READ RECEIPT:Notification of Job Referral(s) Made</a>	01/14/2014 11:34 AM	<input type="checkbox"/>
	Tino Bambino	<a href="#">READ RECEIPT:Notification of Job Referral(s) Made</a>	01/07/2014 12:06 PM	<input type="checkbox"/>
	Lao Staff34	<a href="#">RE: Happy Monday</a>	06/13/2012 10:32 AM	<input type="checkbox"/>
	LAO Staff 83	<a href="#">RE: Happy Monday</a>	06/12/2012 11:26 AM	<input type="checkbox"/>
	POSTMASTER	<a href="#">Exit Interview</a>	06/04/2012 01:46 PM	<input type="checkbox"/>
	POSTMASTER	<a href="#">Candidate Referral Interview</a>	05/24/2012 09:24 AM	<input type="checkbox"/>
	LAO Staff 89	<a href="#">RE: Welcome to CWSN Training</a>	05/23/2012 09:36 AM	<input type="checkbox"/>
	POSTMASTER	<a href="#">Interview for Chef</a>	05/22/2012 09:28 AM	<input type="checkbox"/>

1 2 3 Page size: 10 29 items in 3 pages

[ [Mark As Read](#) | [Delete Selected Item\(s\)](#) | [Mark As Unread](#) ]

[View Communications Templates](#)

**Create New Message**

6. Next, proceed to fill all the necessary fields for your new message.

**Recipient Info**

• Recipient Type:

• Recipient(s):

Recent Recipient(s):

• Selected Recipient(s):

**Sender Information**

• From:

• Created by:

**Delivery Method**

• Select Method:

☒ Internal Message (Message Center)

☐ Email (if Available)

☐ Text Message (if Available)

☐ Text Message Notification (if Available)

☐ Use Recipient's Preferred Notification Method

Request Read Receipt ☐ Yes ☒ No

You will also receive an email notification if you select Text Message or Text Message Notification

**Message**

• Subject:

• Message:

[ Source ] [ Insert ] [ Bold ] [ Italic ] [ Underline ] [ Text Color ] [ Background Color ] [ Bulleted List ] [ Numbered List ] [ Indent Left ] [ Indent Right ] [ Decrease Indent ] [ Increase Indent ] [ Link ] [ Unlink ] [ Search ] [ Find ] [ Print ] [ Undo ] [ Redo ] [ Spell Check ] [ Clear Text ] [ Remove All Formatting ] [ Insert Template ] [ Insert Variable ] [ Preview Message ]

**Signature Block Options**

Add Signature: ☐

Office for Signature:

[Show Attachment Options](#)

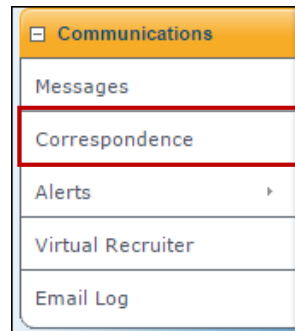
**Send** **Cancel**

7. Once the message is completed, click on the “Send” button. Alternately, you may save the message as a draft by clicking on the “Save as Draft” link located under the “Send” button.

## Correspondence Tool

The “Correspondence” tool allows you to create letters or mailing labels from CalJOBS.

1. To access the “Correspondence” tool, navigate to the “Communications” tab in the left navigation panel, and click on the “Correspondence” option.



2. If available, CalJOBS will then show a list of previously created letters/labels.

My Staff Letters

Select 'View All Deleted' to view only deleted items or 'View All' to view deleted and current items:  
View All Current ▼

Letter Name	Date Created	Download	Action	
<a href="#">20126416339 Exit Letter 12674</a>	06/04/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">20126416339 Exit Letter 12674(1)</a>	06/04/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">201252413111 Hello 11230</a>	05/24/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">2012515125846 Job Fair Invitation 9142</a>	05/15/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">2012515125845 Job Fair Invitation 9141</a>	05/15/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">2012515125845 Job Fair Invitation 9131</a>	05/15/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">2012515125845 Job Fair Invitation 9128</a>	05/15/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">2012515125845 Job Fair Invitation 9124</a>	05/15/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">2012515125845 Job Fair Invitation 9109</a>	05/15/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
<a href="#">2012515125845 Job Fair Invitation 9016</a>	05/15/2012	<a href="#">Pdf</a> <a href="#">Word</a> <a href="#">Rtf</a> <a href="#">Html</a>	<a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>

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Create New Letter / Print Mailing Labels

Click on the link of the format in which you would like to download the letter in.

Check the boxes of those letters that you would like to delete.

Click on the “Create New Letter / Print Mailing Labels” button to create a letter or mailing label.

Click on the “Copy” or “Edit” link to copy or make changes to an existing letter.



3. To create a letter or mailing label, click on the “Create New Letter / Print Mailing Labels” button. On the next screen, select the type of correspondence that is being created and the type of recipient. Note that the screen will change depending on the type of correspondence selected.

The screenshot displays a web-based form for creating a letter. It is organized into several sections:

- Correspondence Type:** A dropdown menu is set to "Letter".
- Recipient Info:** Includes a "Recipient Type" dropdown (set to "None Selected"), a "Recipient(s)" field with a "Search for Recipients" link, and fields for "Recent Recipient(s)" and "Selected Recipient(s)".
- Correspondence Output:** Features an "Output Method" section with checkboxes for "Printer" (checked), "Message Center", "Email as Attachment", "Email in Body", and "Use Recipient's Preferred Notification Method".
- Save Correspondence:** Includes a "Save Letter as:" section with checkboxes for "Internal" and "PDF File" (checked).
- Letter:** Contains a "Letter Name:" text field and a "Letter Body:" section with a rich text editor. The editor has a toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, and other formatting options. Below the toolbar are tabs for "Styles", "Format", "Font", and "Size". At the bottom of the letter body are links for "Spell Check", "Insert Action Words", "Clear Text", "Remove All Formatting", "Insert Template", "Insert Variable", and "Preview".
- Signature Block Options:** Includes an "Add Signature:" checkbox and an "Office for Signature:" dropdown menu (set to "00126 LA Works").

At the bottom of the form are "Save" and "Cancel" buttons.

Screenshot of a letter form.

The screenshot shows a web form for creating mailing labels. It is divided into three main sections, each with a blue header bar:

- Correspondence Type:** Contains a red asterisk (\*) next to the label "Correspondence Type:" followed by a dropdown menu currently showing "Mailing Label".
- Recipient Info:** Contains several fields:
  - A red asterisk (\*) next to "Recipient Type:" followed by a dropdown menu showing "None Selected".
  - A red asterisk (\*) next to "Recipient(s):" followed by a blue link "Search for Recipients".
  - Labels for "Recent Recipient(s):" and "Selected Recipient(s):" without input fields.
  - A label "Recipient Address:" followed by a dropdown menu showing "Mailing Address".
- Print Mailing Labels:** Contains a red asterisk (\*) next to "Label Size:" followed by a dropdown menu showing "1" X 2 5/8"". Below this is a blue link "View Table of Corresponding Avery Templates" and a button with a printer icon and the text "Print Mailing Labels".

At the bottom of the form is a blue button with the text "Return To Letter Center".

Screenshot of a mailing label form.

4. Complete all the required fields that have a red asterisk (\*).
5. Click on the "Save" button if you've created a letter template or the "Print Mailing Labels" link if you created a Mailing Label.

**Alerts Tool:**

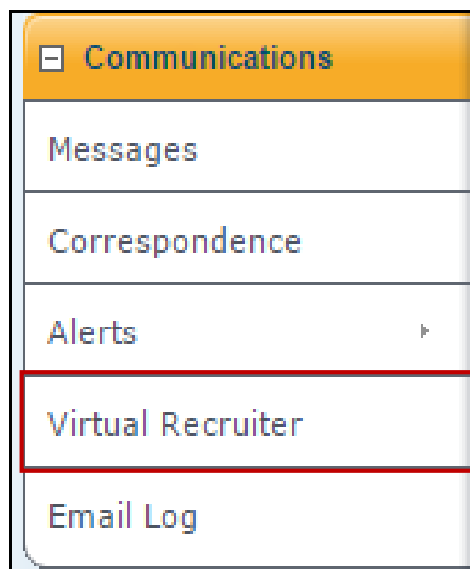
The “Alerts” tool allows staff to subscribe to different types of system generated messages that will let them know when a specific event is about to occur, such as a male participant about to turn 18, or when a soft exit is about to happen.

For detailed instruction on how to set up alerts in CalJOBS, please refer to “Help Sheet 17: How to Create Alerts in CalJOBS”.

**Virtual Recruiter:**

The “Virtual Recruiter” tool allows staff to search for job postings based on a keyword, employer, education, etc. Also, this tool allows staff to create a “Resume Alert” based on different criteria.

1. To access the “Virtual Recruiter”, navigate towards the “Communications” tab in the left navigation panel, and click on the “Virtual Recruiter” option.



2. CalJOBS will then display the “Job Search Virtual Recruiter List” screen. If any previous alerts were created, they will appear here.

The screenshot displays two web interfaces for managing virtual recruiters. The top interface, titled "Job Search Virtual Recruiter List", shows a table with three records. Each record has a "select" checkbox in the "Action" column. A red arrow points from a callout box to the "Run" link in the "Action" column of the first record. Another red arrow points from a callout box to the "select" checkboxes. Below the table, a "Create new Job Alert" button is highlighted with a red arrow. The bottom interface, titled "Resume Virtual Recruiter List", shows "0 Records Found" and a "Create new Resume Alert" button, which is also highlighted with a red arrow.

**Job Search Virtual Recruiter List**

Select 'View All Deleted' to view only deleted items or 'View All' to view deleted and current items  
View All Current ▼

To sort on any column, click a column title.

Title	Expires	Schedule	Next Run	Notification	Action	select
<a href="#">Chef</a>	7/28/2012	Daily		Message Center	<a href="#">Run</a>	<input type="checkbox"/>
<a href="#">Chef</a>	7/30/2012	Daily		Message Center	<a href="#">Run</a>	<input type="checkbox"/>
<a href="#">Head Cook</a>	7/28/2012	Daily		Message Center	<a href="#">Run</a>	<input type="checkbox"/>

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3 Records Found

Create new Job Alert

**Resume Virtual Recruiter List**

Select 'View All Deleted' to view only deleted items or 'View All' to view deleted and current items  
View All Current ▼

0 Records Found

Create new Resume Alert

Click on the “Run” link to run the Virtual Recruiter.

Check the boxes to select those “recruiters” that you would like to delete.

Click on the “Create new Job Alert” button to create a new recruiter.

Click on the “Create new Resume Alert” button to create a new resume alert.

3. To create a new Job Alert or Virtual Recruiter, click on the “Create new Job Alert” button.

4. Then, navigate to your preferred tab and enter the criteria to perform the search. After you insert the search criteria, click on the “Search” button.

[Quick Job Search](#)[Advanced Job Search](#)[Job Search by Employer](#)[Job Search by Education](#)[Job Search by Skills](#)[Job Search by Resume Criteria](#)[Job Number Search](#)

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the [Search](#) button/link.

[ [Search](#) ]

Search Criteria

Area (click to change):[California](#)

Keywords (e.g. Accountant):

☐ [Hide Keyword Search Options](#)

Type of keyword search [?](#)

- ☐ Jobs containing this exact wording or phrase (Most focused search)
- ☐ Jobs containing all of these words (Broader search using AND in between words)
- ☒ Jobs containing one or more of these words (Broadest search using OR in between words)

Fields to search for these words [?](#)

<input checked="" type="checkbox"/> Job Title	<input checked="" type="checkbox"/> Job Description
<input type="checkbox"/> Occupation Title	<input type="checkbox"/> Occupation Description
<input type="checkbox"/> Lay Job Title (Common or Alternate Job Titles)	

☐ [Hide Additional Quick Search Options](#)

Occupation Group:  
[Select Specific Occupation](#)

Minimum Acceptable Salary:

Education Level:

Sources:  
[Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> Preferred Employer	<input type="checkbox"/> Corporate
<input type="checkbox"/> Education Institution	<input type="checkbox"/> Government
<input type="checkbox"/> Hospitals	<input type="checkbox"/> National Labor Exchange
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Non-profit
<input type="checkbox"/> Private Job Board	<input type="checkbox"/> Recruiter
<input type="checkbox"/> Social Media	<input type="checkbox"/> State Job Board
<input type="checkbox"/> Volunteer	

Jobs Posted Within:  
[Advanced Job Search](#) [Reset Criteria](#)

To create a new Virtual Recruiter job alert please enter your job search criteria in the Keywords textbox above and click the [Search](#) button. You will then be presented with a list of jobs. Click on the [Save search](#) button at the bottom of the next screen to set up your new job alert and enter key parameters such as the alert name and how often it will run.

Search

5. CalJOBS will then display all the job postings from the selected sources that match the search criteria.

Your search found 4 job(s), representing at least 6 position(s), that matched your search criteria. [Change your search criteria.](#)

To refer a job, select the check box for the job(s) and click the Refer link at the bottom of the table.

Results View: [Summary](#) | [Detailed](#)  
To sort on any column, click a column title. ☐ Hide potential duplicate jobs

Date Last Modified	Job Title / Description Snippet	Employer	Location	Salary	Source	Key Match	Select
07/13/2016 9:02:00 PM	<a href="#">Graphic Designer, Software</a> ... computer science, engineering, and mathematical analysis.	Pixar Animation Studios	Emeryville, CA	\$25.00 to \$50.00 per hour	★	4	<input type="checkbox"/>
07/13/2016 9:02:00 PM	<a href="#">Restraunt Manager</a> ... Computer competence. The succesful candidate will be able to use the standard Microsoft Suite and other managment applications to manage, supervise operations of a twenty-four hour operation.	Carlitos Way	Anaheim, CA	\$10.00 per hour	★	4	<input type="checkbox"/>
07/14/2016 9:01:00 PM	<a href="#">Fast Food Cashier</a> ... computer. Must also be expert at counting back change.	Taco Time! (Suppressed)	Eureka, CA	\$10.00 to \$15.00 per hour	★	5	<input type="checkbox"/>
07/14/2016 9:01:00 PM	<a href="#">Storyboard Artist</a> ... computers	Pixar Animation Studios	Emeryville, CA	\$25.00 to \$125.00 per hour	★	5	<input type="checkbox"/>

[Refer](#) [Map](#)

Source: ★ [ Preferred Employer ], CORP [ Corporate ], EDU [ Education Institution ], GOVT [ Government ], HOSP [ Hospitals ], NLX [ National Labor Exchange ], NEWS [ Newspaper ], NONP [ Non-profit ], PUB [ Private Job Board ], RECT [ Recruiter ], SM [ Social Media ], SJB [ State Job Board ], VOL [ Volunteer ]

Key Match: 1 [ Keyword or phrase matched the job title exactly ], 2 [ The keyword or phrase was in the job title ], 3 [ At least one keyword was in the job title ], 4 [ The exact keyword or phrase was in the job description ], 5 [ At least one keyword was in the job description ], 6 [ Keyword matched was in the occupation title ], 7 [ Keyword matched was in an alternative (lay) job title ], 8 [ Keyword matched was in occupation description ]

Records per page:

[\[ Change job search criteria \]](#)

[Save this Job Search](#)

If you would like to save this search criteria that found these results and setup a schedule to be notified when new jobs have been found matching this criteria, click the [Save search](#) button below.

Switch between summary or detailed view of the listing.

Click on the job title link to see more details about that job posting.

Check one or more boxes to select the job, then click Refer to refer them to participants, or Map to see the jobs on a map.

Click on the "Save Search" button to save that search criteria in the virtual recruiter list.

6. To refer a job to a potential candidate, select the check box next to the job, and click on the “Refer” link. In the next screen, specify the method in which you would like to search for candidates by clicking on the “Search Resumes” or “Search Candidates” button.

**Job(s) to be Referred**  
The list below displays the job(s) you have selected to perform referrals against.

Job Order ID	Job Title
5918	Storyboard Artist

**Refer Only Candidate(s) with Resumé(s)**  
If you would like to refer candidates who only have online resumé(s) in the system, click the *Search Resumés* button in this section.

Search Resumés

**Refer Candidate(s) with or without Resumé(s)**  
If you would like to refer candidates who might or might not have online resumé(s) in the system, click the *Search Candidates* button in this section.

Search Candidates

[\[ Return to previous page \]](#)

7. The “Search Resumes” option will refer only those candidates with Resumes. With this option, you will need to enter a search criteria for the types of resumes you are looking for. Click on the “Search” button to search for resumes that fit the criteria.

[Quick Resumé Search](#) [Advanced Resumé Search](#) [Resumé Number Search](#) [External Resumé Search](#)

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

**Search Criteria**

Area (click to change): [California](#)

Keywords (e.g. Accountant):

[+ Show Keyword Search Options](#)

Occupation Group: [Select Specific Occupation](#)

Minimum Education Level:

Maximum Acceptable Salary:

Resumé Modification Date:

Veteran:

[Advanced Resumé Search](#) [Reset Criteria](#)

Search

8. Select the check box for the candidate's resume for which you will refer the job to. Then, click on the "Refer" link located at the bottom of the table list.

Name and Location	Source	Resumé Title	Resumé Status	Resumé Modified Date	Education Level	Desired Salary	Action	Select
Timon T Pumba Humboldt County, Sacramento County, Sonoma County 	California Workforce Services Network	Actort #8656 ( <a href="#">view resumé</a> )	Active, Online	6/16/2016 1:37:00 PM	High School Diploma	\$19.25 hourly (\$40,000 annually) or more	<a href="#">Details</a>	<input checked="" type="checkbox"/>
Elliott Maya California 	California Workforce Services Network	Warehouse Assistant #8592 ( <a href="#">view resumé</a> )	Active, Online	5/31/2016 3:43:00 PM	High School Diploma	\$14.50 hourly (\$30,000 annually) or more	<a href="#">Details</a>	<input type="checkbox"/>
Sophia Bush California	California Workforce Services Network	Warehouse Worker #8558 ( <a href="#">view resumé</a> )	Active, Online	5/19/2016 9:36:00 AM	High School Diploma	\$24.00 hourly (\$50,000 annually) or more	<a href="#">Details</a>	<input type="checkbox"/>

Note: These indicators are not designed to be an endorsement of a specific individual nor an indication that any criminal or civil background out.

Records per page: 25

[Refer](#)

9. Make the appropriate selections in the next screen. Once finished, click on the "Save" button to complete the referral.

**Staff Information**

LWIA/Region: Los Angeles County Department of Community, and Se  
 Office Location:   
 Staff:

**Referral Type**

Please make a selection below on how to notify the users involved in this referral.

☐ Notification To Employer Only    ☐ Referral only with no notification  
☐ Notification To Job Seeker Only    ☐ Referral with notification To Employer Only  
☐ Notification To Both    ☐ Referral with notification To Job Seeker Only  
☐ Referral with notification To Both

**Job Order(s) to Refer to**

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
Storyboard Artist	Pixar Animation Studios	Multimedia Artists and Animators	Emeryville	25	N/A	VOS	<a href="#">View</a> <a href="#">Remove</a>

1 Records Found

**Resume(s) to be referred**

Resume Title	Name	SSN	Address	City	Action
Actort	Timon T Pumba	1578	123 Any Street	Oceanside	<a href="#">View</a> <a href="#">Remove</a>

1 Records Found

**Print Notification**

Notification to be printed:



10. The “Search Candidates” option will allow you to search for candidates with OR without a resume. With this option, you will need to search for a specific individual by entering any information in the following screen. When finished, click on the “Search” button.

General Criteria

Individual Username:

Individual User ID:

StateID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number):

State Source ID:

State Activity ID:

Date of Birth:

Telephone Number:

Scan Card ID:

Email Address:

Registration IP:

Login IP:

Resume Available:

Individual Registered within

Last Login Date:

Program Participation

Application #

Example: 999999999

(mm/dd/yyyy)

Include Alternate

None Selected

days

Between

Today

And

Today

None Selected

[ Top | Search | Bottom ]

Assigned LWIA / One Stop

LWIA/Region:

One Stop Location:

Select an LWIA/Region

[ More Search Options ]

Search

11. Select the check box of the participant you wish to refer to the job and click on the “Refer” link.

Results View: [Summary](#) | [Detailed](#)  
To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	RTW	Last Exited	Created	Program	Referred	Action	Select
<a href="#">KYSON THE MONK</a>	Kyson	Monk	0605	No	30947	06/14/2016	N		06/14/2016	WP	No	<a href="#">View</a> <a href="#">Follow Up</a> <a href="#">Assist Individual</a> <a href="#">Summary Tab</a> <a href="#">Notes Tab</a> <a href="#">Activities Tab</a> <a href="#">Programs Tab</a> <a href="#">Refer</a>	<input checked="" type="checkbox"/>

SEARCH CRITERIA: Username: kyson the monk

12. Make the appropriate selections in the next screen. Once finished, click on the “Save” button to complete the Referral.

**Staff Information**

• LWIA/Region: Los Angeles County Department of Community, and Se

• Office Location:

• Staff:

**Referral Type**

• Please make a selection below on how to notify the users involved in this referral.

☐ Notification To Employer Only    ☐ Referral only with no notification

☐ Notification To Job Seeker Only    ☐ Referral with notification To Employer Only

☐ Notification To Both    ☐ Referral with notification To Job Seeker Only

☐ Referral with notification To Both

**Job Order(s) to Refer to**

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
Storyboard Artist	Pixar Animation Studios	Multimedia Artists and Animators	Emeryville	25	N/A	VOS	<a href="#">View</a> <a href="#">Remove</a>

1 Records Found

**Resume(s) to be referred**

Resume Title	Name	SSN	Address	City	Action
Actor!	Timon T Pumba	1578	123 Any Street	Oceanside	<a href="#">View</a> <a href="#">Remove</a>

1 Records Found

**Print Notification**

Notification to be printed:

**Save**

13. To create a “Resume Alert”, click on the “Create new Resume Alert” button and enter a search criteria in the next screen. Once finished, click on the “Search” button.

**Job Search Virtual Recruiter List**  
Select 'View All Deleted' to view only deleted items or 'View All' to view deleted and current items  
[View All Current](#) ▼  
To sort on any column, click a column title.  

Title	Expires	Schedule	Next Run	Notification	Action	Select
<a href="#">Chef</a>	7/28/2012	Daily		Message Center	<a href="#">Run</a>	<input type="checkbox"/>
<a href="#">Chef</a>	7/30/2012	Daily		Message Center	<a href="#">Run</a>	<input type="checkbox"/>
<a href="#">Head Cook</a>	7/28/2012	Daily		Message Center	<a href="#">Run</a>	<input type="checkbox"/>
<a href="#">Delete</a>						

Page 1 ▼ of 1 ▶ Rows 25 ▼

3 Records Found

Create new Job Alert

**Resume Virtual Recruiter List**  
Select 'View All Deleted' to view only deleted items or 'View All' to view deleted and current items  
[View All Current](#) ▼  

0 Records Found

Create new Resume Alert



[Quick Resume Search](#) [Advanced Resume Search](#) [Resume Number Search](#) [External Resume Search](#)



You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button.

**Search Criteria**  
Area (click to change): [California](#)  
Keywords (e.g. Accountant):   
[Show Keyword Search Options](#)  
Occupation Group: [Select Specific Occupation](#)   
Minimum Education Level:   
Maximum Acceptable Salary:   
Resume Modification Date:   
Veteran:   
[Advanced Resume Search](#) [Reset Criteria](#)

To create a new Virtual Recruiter resumé alert please enter your resumé search criteria above and click the Search button below. You will then be presented with a list of resúmes. Click on the Save search button at the bottom of this screen to set up your new resúmes alert and enter key parameters such as the alert name and how often it will run.

Search

Select the check box for the candidate's resume for which you will refer the job to. Then, click on the "Refer" link located at the bottom of the table list.

Name and Location	Source	Resumé Title	Resumé Status	Resumé Modified Date	Education Level	Desired Salary	Action	Select
Timon T Pumba Humboldt County, Sacramento County, Sonoma County 	California Workforce Services Network	Actort #8656 ( <a href="#">view resumé</a> )	Active, Online	6/16/2016 1:37:00 PM	High School Diploma	\$19.25 hourly (\$40,000 annually) or more	<a href="#">Details</a>	<input checked="" type="checkbox"/>
Elliott Maya California 	California Workforce Services Network	Warehouse Assistant #8592 ( <a href="#">view resumé</a> )	Active, Online	5/31/2016 3:43:00 PM	High School Diploma	\$14.50 hourly (\$30,000 annually) or more	<a href="#">Details</a>	<input type="checkbox"/>
Sophia Bush California	California Workforce Services Network	Warehouse Worker #8558 ( <a href="#">view resumé</a> )	Active, Online	5/19/2016 9:36:00 AM	High School Diploma	\$24.00 hourly (\$50,000 annually) or more	<a href="#">Details</a>	<input type="checkbox"/>

Note: These indicators are not designed to be an endorsement of a specific individual nor an indication that any criminal or civil background check has been performed.

Records per page: 25

Make the appropriate selections in the next screen. Once finished, click on the "Save" button.

**Staff Information**

LWIA/Region: Los Angeles County Department of Community, and Se  
 Office Location:   
 Staff:

**Referral Type**

Please make a selection below on how to notify the users involved in this referral.  
☐ Notification To Employer Only    ☐ Referral only with no notification  
☐ Notification To Job Seeker Only    ☐ Referral with notification To Employer Only  
☐ Notification To Both    ☐ Referral with notification To Job Seeker Only  
☐ Referral with notification To Both

**Job Order(s) to Refer to**

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
Storyboard Artist	Pixar Animation Studios	Multimedia Artists and Animators	Emeryville	25	N/A	VOS	<a href="#">View</a> <a href="#">Remove</a>

1 Records Found

**Resume(s) to be referred**

Resume Title	Name	SSN	Address	City	Action
Actort	Timon T Pumba	1578	123 Any Street	Oceanside	<a href="#">View</a> <a href="#">Remove</a>

1 Records Found

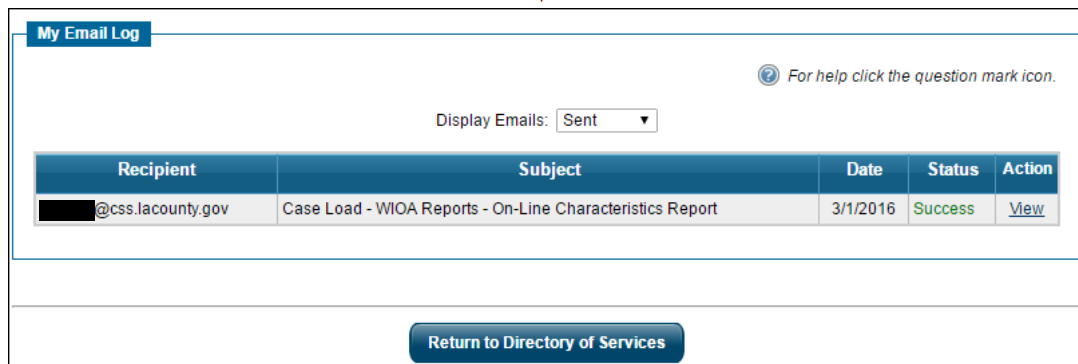
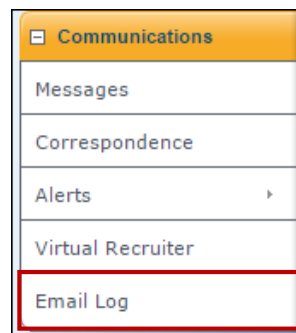
**Print Notification**

Notification to be printed:

## Email Log Tool:

The “Email Log” tool will simply show a list of email sent or received within the CalJOBS system.

To access this tool, navigate towards the “Communications” tab in the left navigation panel, and click on the “Email Log” option.



Recipient	Subject	Date	Status	Action
[REDACTED]@css.lacounty.gov	Case Load - WIOA Reports - On-Line Characteristics Report	3/1/2016	Success	<a href="#">View</a>